



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
AFLG-PR ATTENTION OF

8 January 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-9

1. This CIL contains information on the following subjects:
 - a. Annual Report of Unauthorized Commitments (UACs),
 - b. Cover Sheet for Career Intern Individual Development Plan,
 - c. Army Tuition Assistance Program (ATAP),
 - d. Areas of Special Interest for FY 99,
 - e. FAR and DFARS On-Line, and
 - f. Computer Based Information Technology Training.
2. Annual Report of Unauthorized Commitments (UACs). Reference memo, AFLG-PRO, 23 November 1998, SAB (encl 1). The annual report for UACs is provided. For additional information, please contact Ms. Julie Grace at DSN 367-5690.
3. Cover Sheet for Career Intern Individual Development Plans. Effective immediately, the requirement for each intern supervisor to complete the Cover Sheet for Career Intern Individual Development Plan (IDP) is eliminated. Each intern supervisor will continue to prepare and IDP within 30 days of an intern's entrance on duty. It is very important that all intern training and developmental assignments be listed in the IDP and attached to the Senior System Civilian Evaluation Report Support Form.
4. Army Tuition Assistance Program (ATAP). A reminder that the ATAP will come to an end on 30 September 2001. A student who is attending courses which begin prior to 30 September 2001 may complete those courses but ATAP will not provide funding after that. For additional information, please contact Clyde Thomas at DSN 367-6372.

AFLG-PR

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5. Areas of Special Interest for FY 99. Reference memo, SARD-PR, 2 October 1998, SAB (encl 2). The enclosed memo gives details of the areas Dr. Oscar considers to be important for FY 99 and should be emphasized by Army procurement offices.

6. FAR and DFARS On-Line. The best site to access FAR and DFARS on-line is <http://farsite.hill.af.mil/>.

7. Computer Based Information Technology Training. Reference memo, AFCI, 9 December 1998, SAB (encl 3). There is an absence of Information Technology (IT) functional courses being taught within military schools and the cost of private vendor training is enormous. Therefore, the Director of Information Systems for Command, Control, Communications and Computers, has established an agreement with CBT Systems to provide a library of Computer Based Training courseware for IT applications available to the Total Army Workforce at no cost to the end user.



TONI M. GAINES
Acting Chief, Contracting
Division, DCSLOG
Acting Principal Assistant
Responsible for Contracting

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DISTRIBUTION:

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ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC

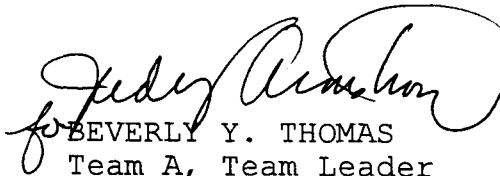
23 November 1998

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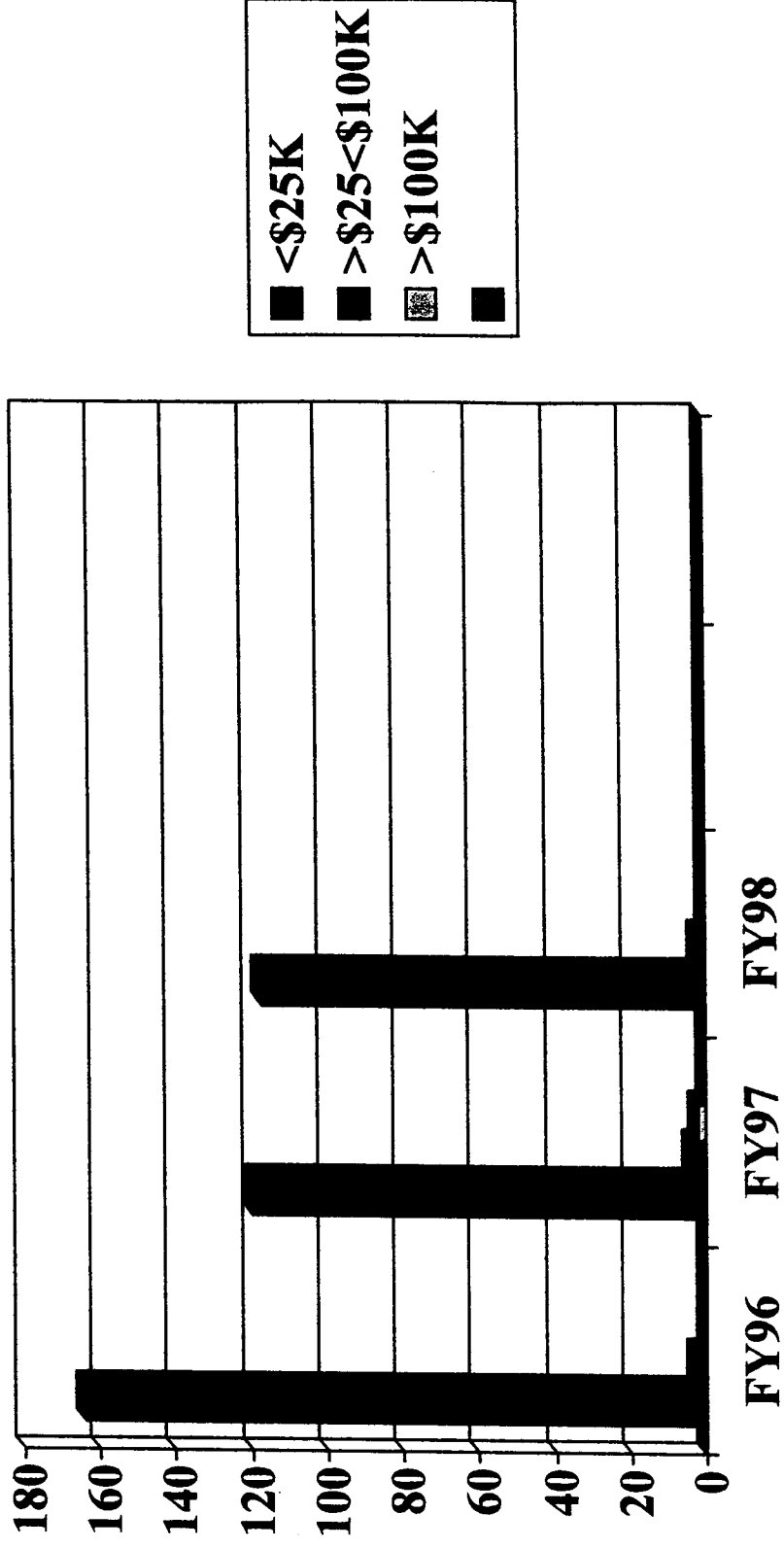
SUBJECT: Contracting Information Letter (CIL)
Annual Report of Unauthorized Commitments (UACs)

1. Congratulations to all of the Director's of Contracting (DOC) for your tremendous effort in managing the FORSCOM Unauthorized Commitment Program. Your efforts continue to reflect positive effect on the FORSCOM UAC Program. Trend analysis of UACs committed in Fiscal Years 96-98 shows an overall downward trend by a little more than 25 percent. Although there is a downward trend in UACs, DOCs should continue to closely monitor UAC activity to ensure we continue experiencing progressive improvement in the future.
2. We believe the contributing factors to effective UAC management are the initiatives DOCs use to effect UAC management, such as; aggressive customer education programs, extensive use and training on the use of the IMPAC, briefing incoming Commanders and involving Commanders at all levels to combat UAC problems.
3. You are reminded of the requirement imposed by the FORSCOM Federal Acquisition Regulation Supplement to submit a quarterly report of the UACs below \$25,000 to the Garrison Commander and the concurring officials identified in paragraph 4a(2) of CIL 96-19, Increased Delegations of Authority and Revised Policy on Processing UACs.
4. Contact Julie Grace, DSN 367-5690, for additional information.

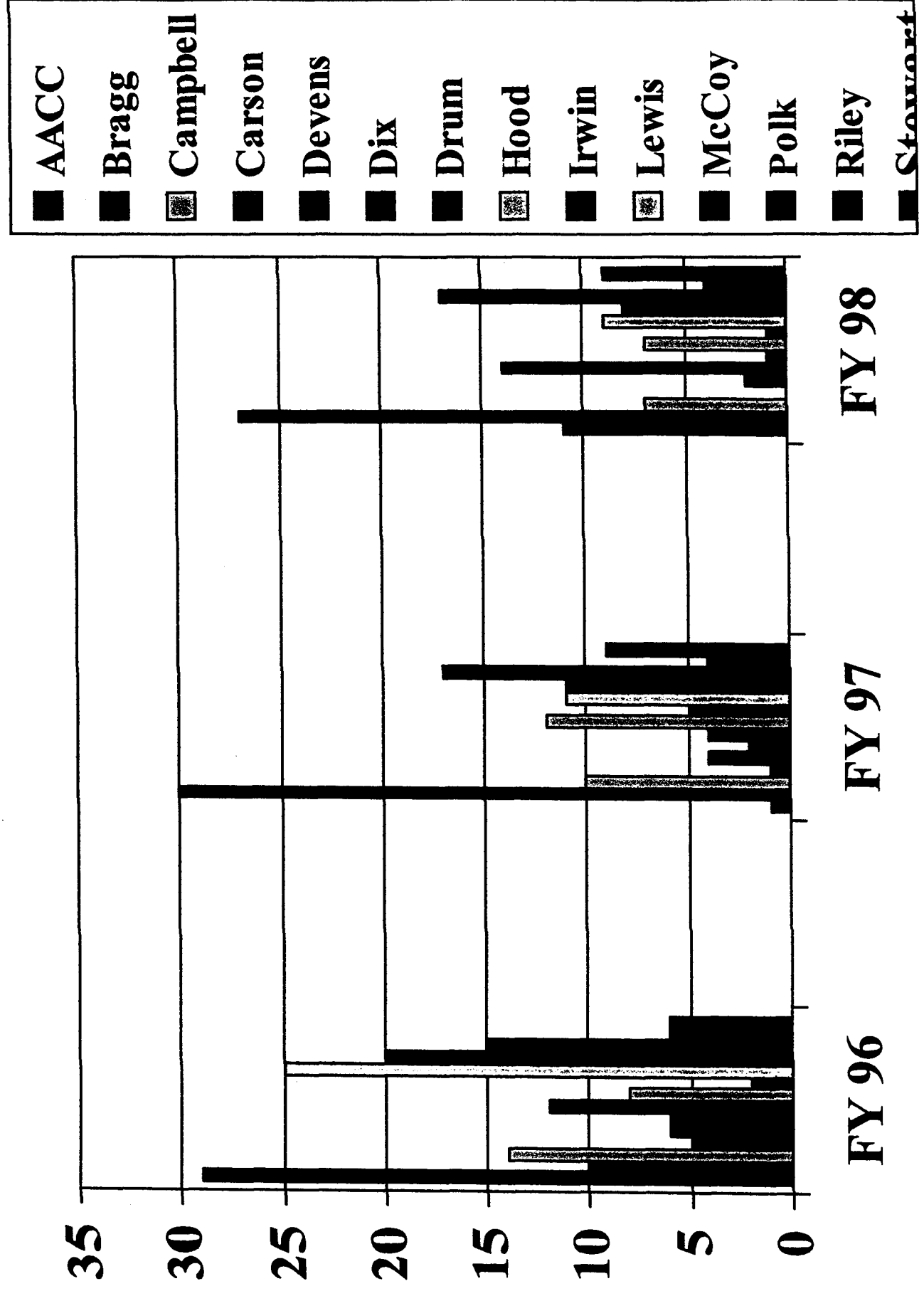
FORSCOM DCSLR: Sustaining the Power Projection Force


BEVERLY Y. THOMAS
Team A, Team Leader

TOTAL UAC'S



UACs for Each Installation





REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY CONTRACTING SUPPORT AGENCY
5109 LEESBURG PIKE SUITE 916
FALLS CHURCH VA 22041-3201

OCT 02 1998



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SARD-PR

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SUBJECT: Areas of Special Interest for FY 99

Each Fiscal Year, you receive guidance on areas of special interest to Army Senior Leadership. Over time, focus and emphasis change within the Army and new issues and interests develop. Attached are areas I consider to be important for fiscal year (FY) 99 and should be emphasized by Army procurement offices.

The Procurement Management Assistance Program (PMAP) is designed to provide management consultant services to enhance and assist the Army procurement process to achieve the efficiencies and effectiveness required to ensure the continued technical superiority as the Army approaches Year 2000 and the 21st Century. To ensure continual improvement in the procurement process, the PMAP will assess progress in these areas of interest. Principal Assistants Responsible for Contracting (PARCs) should also address these areas when reviewing their subordinate contracting offices.

The point of contact for the PMAP is Geneva Halloran, DSN 761-7566, Commercial (703) 681-7566, E-Mail hallorag@sarda.army.mil.

Kenneth J. Oscar
Deputy Assistant Secretary of the Army
(Procurement)

Attachment

**DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)**

Fiscal Year 1999 Primary Areas of Interest:

Acquisition Reform Initiatives - Status of implementation, identification of innovative local initiatives, etc.

Automation – Post BPAs and IDIQs on the Army's Electronic Catalog. Ensure state-of-the-art office automation within contracting offices, and that all contracting personnel have access to the Internet. Decrease paper transactions through electronic commerce and electronic data interchange. Identify and implement steps to ensure paperless contracting by January 1, 2000. Ensure appropriate preparation for fielding of the Standard Procurement System (SPS) to all contracting organizations. Complete Year 2000 (Y2K) certification of hardware and software. Put plans in place to correct, prior to January 1, 2000, any equipment or software that is not in compliance with Y2K requirements. Include a Y2K clause, as appropriate, in contracts and orders.

Best Value Contracting - Establish metrics to measure successful implementation of the Best value continuum. Educate the workforce in the Best value tradeoff process, and insure continued training.

Contracting Career Management - Establish internship programs and other innovative programs for education, training and cross-training. Take steps to enable the entire contracting workforce to obtain their Bachelor Degree and Master Degree. Create a world-class learning organization by assuring that everyone in the acquisition workforce obtains a minimum of 40 or more hours annually of continuing education and training. Put a program in place to assure that all warranted contracting officers attend Army Management Staff College and/or Command and General Staff Officer Course.

Government Property in the Possession of Contractors - Know what property is in the possession of contractors and decrease the amount of GFP through sensible, documented decisions on furnishing, retention, taking title, etc. Dispose of property that is no longer needed. Contracting Officers should not authorize contractors to acquire general purpose equipment (e.g., computer equipment) and charge the costs directly to cost type contracts. Equipment purchased in this manner becomes the property of the Government and requires extensive tracking and management. The cost should be included in overhead.

Metrics - Establish and maintain meaningful metrics to measure and monitor progress in the accomplishment of Army and Command goals and objectives. Include cost savings in the Metrics and post to websites for easy access by the acquisition workforce and by leadership at the Command and Headquarters level. The availability of metrics on the website will allow the PMAP Team to monitor and collect data without placing an arduous tasking on the OPARCs. Additionally, it will provide a valuable feedback and communication tool for the workforce.

Performance Based Contracting - Commands should implement performance specifications and performance based service contracting. A method should be established to measure successful implementation.

Strategic Planning - Principal Assistants Responsible for Contracting (PARCs) are responsible for establishing a procurement plan, outlining goals, objectives and appropriate metrics to measure expected outcomes, which supports Army and Command vision and goals. PARCs must also participate in strategic planning for Acquisition Reform (vision, goals, objectives, plans and metrics). Contracting offices should prepare a procurement plan that supports the Command and PARC Plan. OPARCs should incorporate AR strategy into the organizational strategic planning process, comply with the Guidelines for Army AR Strategic Planning, develop an organizational AR Improvement Plan (ARIP), establish an AR Home Page and post the ARIP on the home page.

Additional areas of interest:

Acquisition Reform incentives and awards programs

Bundling Buys

Commercial Practices

Competition Advocacy Program – innovations, improvements, and goal achievement

Consolidation of Contracting Activities

Contingency Contracting

Continuous process improvements to reduce the cost of purchasing and contracting cycle time

Identification and removal of barriers to customer satisfaction and methods of obtaining customer feedback

Industry Interface

Integrated Product Teaming

Modernization through Spares

Partnering

Past Performance

Preparation and verification of DD350s and 1057s
Proper use of FAR Part 12 for acquisition of commercial supplies and services
Purchase Card Program
Single Process Initiative and Civilian/Military Integration
Undefinitized Contract Actions
User Involvement in the acquisition process
Workforce Empowerment



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

DEC 15 1998

REPLY TO
ATTENTION OF

19 DEC 1998

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SUBJECT: Computer Based Information Technology Training

1. Well trained employees are a crucial component of our success in the Information Technology (IT) area. The absence of up-to-date IT functional courses being taught within our service schools; the high cost of private vendor training; and the acquisition of off-the-shelf information technology applications and hardware, coupled with the shortage of training dollars, make it impossible to keep our workforce current on present and emerging technologies. To ensure that IT professionals and the functional work force have the necessary skills to effectively implement and manage business processes using technology as an enabler, LTG Campbell (Director of Information Systems for Command, Control, Communications and Computers) established an enterprise-wide contract agreement with CBT Systems to provide a comprehensive library of Computer Based Training (CBT) courseware for IT applications available to the Total Army Workforce at no cost to the end user. This year long license is for up to 500,000 Army users.

2. The CBT Systems library of courses supports a wide range of mission critical IT skills in the areas of information security, building and managing web pages, data base management, system administrators, word process/chart making skills, e-mail, project management, document management, vendor certification programs and an array of other IT training requirements. CBT is a convenient, cost-effective and flexible alternative to traditional classroom instruction. This training methodology offers a simple, yet sophisticated, solution for providing mission critical IT skills to our workforce. Given the high cost of IT training and the numerous IT training requirements needed by our total workforce, this training contract is an excellent resource.

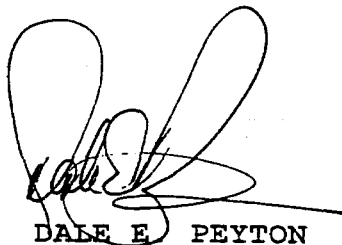
AFCI

SUBJECT: Computer Based Information Technology Training

3. To make this training available and accessible to the entire workforce an Army CBT Web Site is available to all personnel with an e-mail address ending with a ".army.mil". This method will automatically track and manage student records. The Uniform Resource Locator (URL) is <http://www.armycbt.jccbi.gov/armycbt>. After signing on to the designated URL using an established Army user-ID, specific information will be gathered by the contractor and incorporated in a database. This information will allow that individual to sign-on to the Web site using an address other than .army.mil for continuing training, whether at a training facility, duty station, or from a place of residence. Once a user identification is assigned to the student, he or she can use that same ID to access the Web site to enroll in other courses within the CBT Systems library. Active Army, Reserve Forces, Department of the Army Civilians and National Guard personnel are authorized to utilize this courseware. Subject to supervisory approval, employees may be allowed to take courses during duty hours as long as the courses are mission related. Contractors are not authorized to use the courseware.

4. As budgets continue to dwindle, this approach can maximize training and travel dollars, while achieving positive results for personnel development. Information about the company and the course catalog can be found on the Internet at <http://www.cbtsys.com>. For additional information or problems please contact the Program Managers: Mr. Ken Stephens at com1 (404) 464-7222 or e-mail stephenk@forscom.army.mil or Mrs. Merrilee Norman at com1 (404) 404 464-5335 or e-mail normanm@forscom.army.mil

FOR THE COMMANDER:



DALE E. PEYTON

Colonel, SC

Assistant Deputy Chief of Staff
for Command, Control,
Communications and Computers